

## **5: FINES AND FEES**

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- A.** Patrons with fines or fees of \$5.00 or more will have their borrowing and computer privileges suspended until the amount is paid under \$5.00.
- B.** Fine rates (per item):
  - 1. Adult and Juvenile Non-Fiction Books – 10 cents per day
  - 2. Juvenile Fiction and Easy-Reading Books – 5 cents per day
  - 3. Audiocassettes – 10 cents per day
  - 4. Videocassettes – 50 cents per day
  - 5. Pamphlets – 10 cents per day per group
- C.** Maximum fines:
  - 1. Videocassettes – \$5.00 each
  - 2. Pamphlets – \$1 per group
  - 3. Adult Books, Juvenile Non-Fiction, Audiocassettes –\$5 each
  - 4. Easy-Reading Books – \$3 each
- D.** Processing fees for replacement of materials:
  - 1. Adult materials – \$5.00 each
  - 2. Juvenile materials – \$3.00 each
- E.** Overdue Notices
  - 1. Patrons will receive a notice one week after items are overdue via telephone or email depending on their preference.
  - 2. Patrons will receive a second overdue notice via telephone or email two weeks after the first notice if items have not been returned.
  - 3. Patrons will receive a third printed overdue notice two weeks after the second notice if items have not been returned.
  - 4. Two weeks after the third notice patrons will receive a printed bill for overdue materials that are now considered lost. Until payment is made or the materials returned patrons will be blocked from borrowing items and using public computers.

*Amended March 8, 2007*